



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS REGIONAL EDUCATION ADMIN

Job Number: 20000671

Job Code: 22670V000101

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/2010

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises all personnel, programs, operations and curriculum planning for a Corrections Education Region.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in education, counseling, or related field

EXPERIENCE:

Must have five years of professional experience in academic or vocational education

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures efficient programs, classrooms, instruction, schedules, and faculty utilization to support programming needs. Ensures

that all education programs within the region are operated and staffed in accordance with Department of Corrections Policies and Procedures, ACA (American Correctional Association) Standards and CEA Educational Standards. Conducts periodic on site evaluation/review of student and classroom activities, correctional educational specialist teaching methods and strategies. Supervises staff and evaluates performance. Manages education center operations in accordance with DOC operational/security policies. Participates in the recruitment and selection of full-time/part-time faculty and staff personnel supporting the educational center. Promotes professional development for faculty and staff. Collaborates on planning and development of new and existing programs, enrollment and retention strategies and grants/contracts. Monitors education budgetary allocations and expenditures as needed in conjunction with supervisor.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or correctional institution.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.